

SENIOR LIBRARIAN

DEFINITION

To perform the more difficult professional library and administrative work for a designated division and perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Librarian is a highly responsible middle management position in the professional librarian job class. This position is distinguished from the Principal Librarian position by its focus on the administration and management of a branch or library division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Librarian.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assists department administrators with library operations and organizational policies.

Conducts and coordinates work simplification, financial studies and other special studies as required.

Supervises, trains and evaluates the performance of subordinate staff.

Prepares recommendations and implements new procedures and methods.

Evaluates the impact of new or revised programs by applying statistical, budgetary and professional criteria.

Develops appropriate staffing and budget proposals.

Confers with superiors (such as the Principal Librarian, the Library Director etc.) on administrative problems and participates in the development of long range plans and programs.

Represents and acts for the division for budgetary, organizational and staffing matters.

Administers the division's budget.

Develops and reviews various procedures to determine divisional accomplishments and compliance with program objectives.

Maintains effective liaisons with divisions and other agencies..

Performs special assignments related to legislative policy, community relations, and inter-agency projects..

Works with community groups and committees.

Makes periodic presentations to the City Council and city staff.

Analyzes requests for information and interprets them with respect to resources.

Applies knowledge of specialized information resources to satisfy requests for information.

Prepares reports and correspondence.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Public library policies, practices and procedures including budget, materials, selection, purchasing and program planning.

Skills in:

Using a computer to prepare reports, correspondence and presentation materials.

Gathering, interpreting, and analyzing data.

Scheduling and directing the work of others.

Training and supervising others.

Ability to:

Apply statistical and reporting techniques as needed.

Prepare reports of varying complexity.

Prepare and administer budgets.

Analyze data.

Oversee and be responsible for division services in branch libraries where applicable.

Deal with the media in the absence of superiors.

Develop and/or create policies and make recommendations on policy.

Work independently within broad parameters.

Make responsible decisions dealing with difficult library users.

Promote effective working relationships within the division and with all levels of staff, other city employees and the general public.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

XXXe years of increasingly responsible xxx experience in an xxxxx, including one year of supervisory responsibility.

Training:

Equivalent to

License or Certificate

Possession of a valid California Driver's license.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning library books and materials; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required within the branch library and there is exposure to the external environment when going to outlying branch libraries, or when attending meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

9/04

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